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WYMAN'S
SHORT HAND
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THE STENOGRAPHER'S GUIDE

A SIMPLE AND COMPREHENSIVE

SYSTEM OF SHORT-HAND

ESPECIALLY ADAPTED FOR INDIA ;

WHEREBY

THE ART OF WRITING IN SHORT-HAND

MAY BE EASILY ACQUIRED.

BY F. F. WYMAN & M. R. COLEMAN.



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INTRODUCTION.

THE system of SHORT-HAND now offered to the Indian public, although founded to a certain extent on previous methods, contains many important modifications and improvements, which will be found to render it most simple and comprehensive.

It is not necessary to dilate here on the many advantages which Short-Hand possesses, not only for the ordinary purposes of reporting, but for the keeping of private memoranda, confidential correspondence, &c., &c.

A very little amount of ordinary attention and practice will place these advantages fully at the command of the careful student.

Proficiency depends solely upon constant practice,—even if but a few sentences be studied daily: and when once thoroughly acquired, Stenography is as unlikely to be forgotten as Long-Hand.

To show, clearly, the practicability of Short-Hand to native words, a special Vocabulary has been compiled.

PRELIMINARY OBSERVATIONS.

THE first thing to be committed to memory and practice is the Alphabet, then the Table of Joined Letters ; and these should be *perfectly* acquired before proceeding any further. When sufficiently advanced, *corresponding* by means of Stenography will be found very desirable. The habit of writing all memoranda in Short-Hand is also a great help to improvement.

Careful subsequent practice with the Exercises, and with the Tables of Arbitraries, will soon qualify the student to write exercises and form arbitraries for himself. Especial regard should be had to the proverb, “Hasten slowly ;” for a habit of imperfect formation of the characters can only lead to ultimate difficulty and uncertainty in perusal, and so destroy one-half the utility of Short-Hand writing.

As a rule, in Short-Hand, all words are spelt *as they are pronounced*. This may at first cause some little difficulty to the student, but as he becomes familiar with the Art, it will be found quite as easy to spell a word Stenographically as in the ordinary manner. It is possible, however, that the student may find that *some* few words will be read more easily by being spelt in the

usual way, and much, in this respect, must be left to individual fancy.

. Either pen or pencil is suitable for use and practice. When the pen is used, it will be found better to write with it held almost perpendicularly over the paper, as the characters will thereby be formed more correctly and easily. When a pencil is used, a hard and fine one should be chosen.

Every fresh sentence should be commenced in the middle of the succeeding line, in order to preserve as much distinction as possible ; and, as occasion requires, such as the division of a subject, a different speaker, &c., a line should be drawn right across the paper, the report being recommenced.

It is a convenient method of distinction between speakers, to draw a double oblique line close at the edge of the left-hand side of the paper, inclining upwards from left to right, but on no account should the writing be continued without paying regard to full stops, which may be thus indicated. All other punctuation must generally be dispensed with ; or, if used, a wider space than usual must be left between the words or sentences, as being preferable to its omission altogether.







The characters should at first be written in rather a large hand, carefully and plainly, so that their form may become perfectly familiar to the eye, before attempting rapidity, which is the last thing to acquire. Great attention must be given to this latter point, as upon it alone depends whether the student writes a good Short-Hand ; for example, the letter *m* should not be written as the joined letters *gm* (see *Table of Joined Letters*, *Plate 2*).

Table of Joined Letters.

[illegible]

Straight lines should be *made straight*, and not crooked or curved; semicircles should be *made semicircles*, and not three-quarters of a circle.

EXPLANATION OF THE CHARACTERS.

	A is a point placed above the character, thus		
			"Attention"
	E is a double comma	„	"Parsee"
	I is a point in centre of the character,		"it"
	O is a double comma	„	"to"
	U is a point below the character		"urgent"
	Y is a comma	„ „	"very"

These vowels can never well be forgotten; they require simply to be read carefully over in order to be remembered.

These are only used when absolutely necessary, such as when strongly accented, or when isolated, and sometimes when a word is commenced with one or more; for instance, were such an awkward sentence to occur as, "*I am going out to tea too*," a vowel would be written before the *t* in "*out*," and after it in "*tea*" and "*too*;" otherwise, there would be a row of upright strokes, which

would never be understood. Where words or sentences of such a curious nature are met with, they must be treated according to the student's best judgment ; if, however, he finds no difficulty as to time in adding the vowels, it would be as well to do so.

By leaving out the vowels, several different words may perhaps be suggested to the mind, each being composed of the same consonants ; but the *connection* will always correct any error which might thus be made.

C j v and *z* are not required to be used ; the words being spelt as they are pronounced, *c* soft and *z* are superseded by *s* ; *j* by *g* ; and *v* by *f*.

D and *r* would appear at first sight alike, but the difference between them consists in *d* being drawn from the top downwards, and *r* from the bottom upwards. A glance at the table (*Plate 2*) will explain this. Observe the difference between *Dr* and *Rd*.

H is generally omitted where it is not aspirated, and when it occurs in the middle of a word. It is, however, quite optional when to use it.

S must be written longer when it denotes the plural number ; the same thing will apply when double ; it also sometimes stands for "*soever*" (*see Second Part of Arbitraries, Plate 1*).

The vowel *y* is mostly required, and is placed in its proper position with respect to the word, but is not actually written till after the whole of the character is formed, so as not to raise the pen.

The two terminations, *ing* and *ght*, must be made smaller than the ordinary letters, that for *ing* being smaller than an inverted *m*,

and the end of *ght* smaller than *f*, so that no perplexity may arise as to their meaning. (*See Alphabet, Plate 1.*)

The looped letters should be commenced with the loop, all of which (except *w*) may be turned whichever way is found most convenient. (*See Table, Plate 2.*) The termination-character *ing* must end with the loop, and must never be used in the *middle* of a word—as “*exceedingly*,” but only as a *termination*.

READING AND WRITING.

Where numbers occur, they should be written in figures in preference to being spelt in Short-Hand characters, except where a decided advantage is obtained, as in the words “*million*,” “*thousand*,” where time would be saved by so doing. “*Five hundred and seventy-seven thousand*” might be written “577” in numbers, and “*thousand*” in Short-Hand. However, each writer must arrange such minor matters in any manner which he considers to be most conducive to expedition and clearness.

A word or a sentence underlined, in most instances implies *repetition*, though sometimes it is used to denote emphasis; but the memory will almost invariably decide for which it is intended.

No difference whatever can be made between thick and thin lines as a distinction.

In deciphering a passage, the student will experience great help

by translating the Short-Hand consonants, writing them down on paper, and then reading each letter separately, which will generally serve to convey the word to his mind, until, in a short time, he will recognise the general formation of any particular word without the trouble of spelling the consonants over.

Persons studying Stenography soon become aware that they have to learn to *read* as well as to *write*; this, indeed, is the more difficult part of the subject, especially if the handwriting be not a very legible one: so that, as before stated, quite as much, if not more, time should be devoted to the study of reading than writing.

Many, after having written a line or two, endeavour to read it, and write a little more; but this is not a good plan: it would be just as improper as that a child learning to read and write should write one or two lines of a copy, and then take up his reading-book, read a line in that, and afterwards return to his writing. By far the best plan is, to write for half an hour or more, without reading it, and on commencing to do so, to begin in the middle; after going on a few lines to skip a few words and proceed again; then go back nearly to the beginning, or read backwards—in fact, in any way, so that the memory may not be exercised as to what has been written; otherwise the object of reading is lost. This will be found eventually of much service in enabling the student to read fluently, and *then* the memory may be properly brought into use.

When convenient, a friend should *dictate* in preference to the student's copying from a book, much time being lost in constantly

looking at and from the book, which otherwise might be employed in writing. Besides, it is the *sound* of the word which should be impressed upon the mind through the medium of the *ear*, and not the *form* through the eye.

On no account should the reader keep many words ahead, until the characters can be formed pretty well, as it always incites haste ; and consequently a slovenly, scrawling hand will be written, which will spoil all previous labour.

If the friend reads too fast, he should not repeat the sentence, but stop, and the student should then endeavour to recollect what has been read to him : this will serve to cultivate the memory.

No discouragement whatever need be experienced at being unsuccessful in the first few attempts to follow a public speaker, as peculiarity of expression, imperfect hearing, together with the publicity of the place, will all add to the difficulty ; but these will soon be overcome.

Proper names must generally be written in Long-Hand, it being particularly necessary they should be accurate ; they can be read much plainer in the ordinary hand, even though written roughly.

In uniting one letter to another, each need not of necessity be made complete, especially where it is required to join *k* to *g* ; for if each were perfectly formed they would somewhat resemble *gw*. Each letter should be accommodated, as far as possible, to the adjacent ones. (See "*neh*" "*gk*," Table, Plate 2.)

It has been previously stated that all words should be spelt as they are pronounced, and also that for the most part vowels should be omitted.

In the following pages will be found some simple Exercises, in which this principle is fully carried out. These should, however, not be attempted until the alphabet, joined letters, vocabulary, and short sentences have been well practised and fully mastered. The Table of Arbitraries (*Cols. 2 and 3, Plate 1*) may be learned gradually as required ; or the student may create his own arbitraries when sufficiently advanced.



CASUAL ARBITRARIES.

ALPHABET		1 ST PART		2 ND PART	
Letter	Character	Word	Arbitrary	Word	Arbitrary
a	.	Ah	/	Advantage	Σ
e	'	Altogether	6 ⁿ	Connects	Ж
i	.	And	α	Contradicts	}
o	,	Air, are, our	v	Counteracts	
u	.	As it is	+	Contrary	
y	,	So it is		Conscience	24
b	8	Before	2	Disadvantage	Σ
d	/	Behind	2	Discover-ed	7
f	\	Between	2	Exaggerate-d	45
g j	o	Cross-ed	x	Example	44
h	9	Equal	=	Extensive	7
k	o	Error	✓	Gentleman	24
l	6	Exclamation	!	Intersects	ee
m	σ	Eye	o	Interval	III
n	u	God	o	Intricacy	4
p	p	Know	o	Magnificent	oto
q	o	Laughter	Σ	Namely, viz.	u
r	/	Nothing	0	Nevertheless	ux
s, z & c soft	—	Notwithstanding	ψ	People, Persons	6
t	l	Oh!	0	Unite-d	oo
w	o	Question	?	Whatsoever	o
x	l	Something	σ	Whensoever	o
ch	c	Together		Whosoever	o
sh	l	Within	o	Wheresoever	o
th	l	Without	o	With which	oo
ing	l	World	o	With, which, we	ooo
ght	j	A Pause		Whole	ob

A R B I T R A R I E S.



THE Arbitraries are not so difficult as they appear at first sight ; on studying them a little closely it will be observed that they are, for the most part, contractions or else hieroglyphics, which indicate *in themselves* the words for which they stand : thus observe the Arbitraries for the words *Magnificent, Example, Gentleman, &c.* (*Plate 1*), and it will be perceived that they are simply contractions, with a detached mark characterizing an Arbitrary ; and those for the words *Intersects, Discover-ed, Cross, United, &c.*, are self-evident hieroglyphics.

A character crossed in any part by an isolated line, may mostly indicate a contraction, as in the three former words it will be seen that part of the word is so crossed. This greatly simplifies the Arbitraries, as in learning them the pupil may not recollect he has a character for the whole word, until he has commenced it with the regular Short-Hand letters : he can then stop, cross it, and the Arbitrary is immediately made.

Arbitraries so formed are much more easily read afterwards

than when they are mere hieroglyphics which do not present any particular meaning to the mind.

They can also be multiplied to any extent as occasion may require, and that, too, while actually reporting, as it needs no forethought, and yet, in reading, is easily understood to be an Arbitrary.







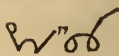




Isolated capital letters are very useful as occasional Arbitraries, for the purpose of indicating the principal word of a subject ; for example :—**A**, *Anatomy, Architecture, Artist, &c.* ; **B**, *Building, Bishop, Brethren, &c.* ; **C**, *Church, Clerk, &c.*, according to the subject under discussion.

Arbitraries for short words are mostly unnecessary, yet a few are essential, on account of the difficulty either in formation, or of deciphering them after they are written, where the ordinary Short-Hand characters are used ; for example, the word *error* having only the *r*'s left when the vowels are omitted, would cause difficulty in reading it ; consequently, a detached mark is made, to distinguish it as an Arbitrary. The same equally applies to *air, are, and our*. Again, with the word *eye*, when the vowels are removed, *y* is all that is left ; accordingly, a point within a circle (which can be imagined to resemble an eye) indicates an Arbitrary.


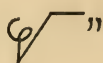


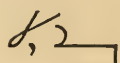

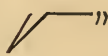


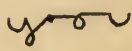


The word *know*, also, being awkward to form neatly and at the same time expeditiously, becomes an Arbitrary by placing a point in the letter *n*. The student may compose others for himself, as occasion may require ; but in doing so should always bear in mind that the great object to attain is rapidity of execution and instant recognition.

It is possible to extend the system of Arbitraries still further by the use of contractions, and by omitting articles and pronouns ; but this is only desirable when the writer is thoroughly familiar with the characters, and is a fluent penman.

VOCABULARY.

SPELT.	PRONOUNCED.	WRITTEN.
Agdaun	Agdn	
Baboo	Bboo	
Bombay	Bmby	
Bengal	Bngl	
Betel-nut	Btl nt	
Bahadoor	Bhdr	
Bukree-wallah	Bkree wlr	
Calcutta	Klkttā	
Chingeree	Chngree	
Cooly	Klly	
Chittee	Chtee	


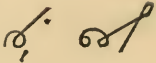




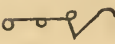
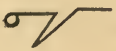


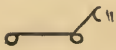
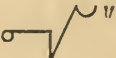
VOCABULARY—*continued.*

SPELT.	PRONOUNCED.	WRITTEN.
Chokeedar	Chkdr	
Chuprassee	Chprsee	
Chattye	Chttye	
Chunam	Chnm	
Delhi Gazette	Dly Gstt	
Dhall	Dhl	
Dirsee	Drsee	
Durwan	Drwn	
Dhoby	Dby	
Englishman	Nglshmn	
Exchange	Xchnng	
Guddee	Gdee	

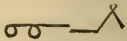











VOCABULARY—*continued.*

SPELT.	PRONOUNCED.	WRITTEN.
Ghee	Ghee	g ^h
Gram	Grm	gr
Gharry	Ghry	g ^h /
Gooru-wallah	Gru wllh	g ^h .ool
Hay	Hy	h ^y
Hooghly	Hgly	h ^y /
Indian	Ndn	n
Inspector	Nspktr	nspktr
Indigo	Ndgo	n ^y ,
Jharun	Jrn	jr
Justice	Gsts	gsts
Khillut	Kllt	kllt













VOCABULARY—*continued.*

SPELT.	PRONOUNCED.	WRITTEN.
Khitmutgar	Ktmtgr	
Kalye-wallah	Klyc wlh	
Kunka	Knka	
Lakhiraj	Lkrj	
Lieutenant	Ltnt	
Legislation	Lgsltn	
Mombarik	Mmbrk	
Madras	Mdrs	
Mutlah	Mtlh	
Mahomedan	Mhmdn	
Musalchee	Mslchee	
Meltrancee	Mtrnee	




VOCABULARY—*continued.*

SPELT.	PRONOUNCED.	WRITTEN.
Mem Sahib	Mm Srb	
Mistree	Mstree	
Office	Fs	
Post	Pst	
Punkah	Pnkr	
Putnee	Ptnee	
Puckka	Pkr	
Punjab	Pnjb	
Parsee	Prsee	
Pawn	Pwn	
Poojah	Pjr	
Rajah	Rjr	

VOCABULARY—*continued.*

SPELT.	PRONOUNCED.	WRITTEN.
Rice	Rs	
Sandhead	Sndhd	
Serang	Srng	
Sahib	Srb	
Sircar	Srkr	
Soorkee	Srkee	
Sanscrit	Snskrt	
Tamil	Tml	
Telugu	Tlgu	
Talook	Tlk	
Thannahdar	Thndr	
Tehsildar	Thsldr	

VOCABULARY—*continued.*

SPELT.	PRONOUNCED.	WRITTEN.
Vishnu	Vshnu	
Zemindar	Zmndr	
Zillah	Zllr	

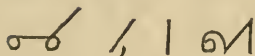
Many of the foregoing words, being of frequent occurrence in a speech, might advantageously be formed into Arbitraries on the plan already explained. They are given here, however, in full, more especially for practice.

NOTE.—The foregoing characters are not in all cases in due *proportion* as to size, our engraver not being a disciple of the art of Short-Hand; but the shape of the letters is, in general, correct.

SHORT SENTENCES.

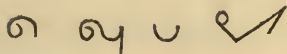
Mail day to write.

Ml dy t wrt.



We went on board.

W wnt n brd.



The dinghy wallah refused to go.

Th dngy wlr rfsd t g.



The tide rose over the course.

Th td rs vr th krs.



The cyclone wave submerged all.

Th sykln wv sbmrgd l.



The river's bank is unwholesome mud.

Th rvrs bnk s nwhlsn md.



SHORT SENTENCES—*continued.*

The jungle is denser than ever.

Th gngl s dnsr thn vr.

| 3 2 / — 6 7 8 9

The tigers killed a native.

Th tgrs kld a ntv.

| 5 6 7 8 9 . 1 2 3 4

The elephants are at Barrackpore.

Th lfnts are t Brkpr.

| 1 2 3 4 5 6 7 8 9

The banghy dak came safely.

Th bngy dk km sfly.

| 1 2 3 4 5 6 7 8 9

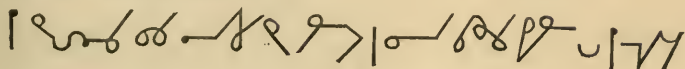
The council sat yesterday.

Th knsl st ystrdy.

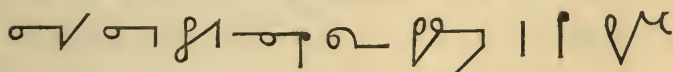
| 1 2 3 4 5 6 7 8 9

SHORT SENTENCES.—*continued.*

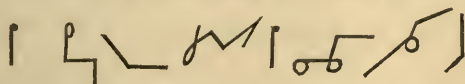
The Bankshall will shortly be removed to more eligible premises in the Strand.



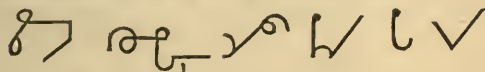
Mr. Mate Pilot Smith was promoted to the Branch.



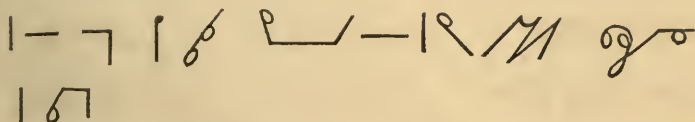
The Post-Office delivered the mails earlier to-day.



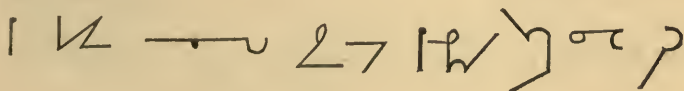
Limited companies grow thicker than ever.







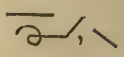
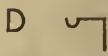





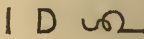


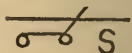
It is stated that Lall Bazaar is to be rendered wholesome at last.



The Trades Association has (said the speaker) effected much good.



VERNACULAR ARBITRARIES.

Bengal Presidency		P
Bombay		P
Calcutta		C ^a
Civil Service		
Commissioner of Police		
Dalhousie Institute		D
Evening		
Following		
Government		G T
Governor-General		
Head Quarters		Q
Indian Daily News		I D
London		L ⁿ
Madras Presidency		P
Mail Steamer		S

VERNACULAR ARBITRARIES—*continued.*

Member of Council	$\overline{\sigma \backslash c}$
Morning	M°
Newspaper	\overline{n}
North West Provinces	\overline{NP}
Original jurisdiction	$o \gamma c$
Oudh	\emptyset
P. and O. Company	$\overline{p \angle o}$
Railway	$R \gamma$
Secretary	$S \gamma$
Small Cause Court	$\sigma c.$
Telegraph	T
Tomorrow	$T o$
Volunteer Corps	\mathcal{V}_c
Yesterday	$\gamma \gamma$

The principle upon which these Arbitraries are designed may be extended *ad infinitum*.

E X E R C I S E S .

IN the following examples, certain of the Arbitraries have been used. These will be found duly contained in the Tables of Vernacular or Casual Arbitraries. In all cases they are printed in *italics* in the Examples. The writing of the Exercises will thus impress them for the most part upon the memory.

These Exercises should not be proceeded with until the student has fully acquired the Alphabet and Vocabulary.

EXERCISE 1.

The *mail steamer* anchored off Hooghly Point last night at

1 5 3 4 2 1 6 7 8

6 p.m., and proceeded up at 9 a.m. the *following* day.

6 p.m. 2 3 4 5 6 7 8 9 10 11

EXERCISE 2.

Telegraphic communication between Calcutta and Balasore

T 300 2 C^a 2 8

was restored yesterday

2 1/2 2

EXERCISE 3.

The *Indian Daily News* publishes a *Telegram* from *London*

I 1D 3 2 . T 2 Lⁿ

this morning, dated 18 Oct., announcing the melancholy

L Mⁿ 18 Oct 3 2 2

intelligence of the death of Lord Palmerston.

2 1 1 2 2

EXERCISE 4.

The meeting of the Brahmo Soomaj took place *yesterday*,

| — \ | / , — | 8 Y Y

and the *following* resolutions were agreed to.

4 | \ — / — — — — — |

NOTE.—The characters as engraved on the wood are not mathematically correct as to proportion. The learner, however, in practising, should endeavour to form the characters as exactly on the model of the alphabet as possible.

EXERCISE 5.

At length we reach Hurdwar, and pitch our tents in a grove of trees in the valley of the Doon, and close by the edge of the river. In the morning we go out to see the fair. Four or five of us climb on to the back of the elephant, which a paternal Government allows me as a part of my official retinue. For viewing a fair or getting through a crowd, there is nothing like an elephant. From the elevation of his back you can see everything clearly, and surely through the densest mass of people. How carefully Behemoth picks his way! He is an object of intense curiosity to numbers of the people. Some come up and try to touch him. Others bow down and salute him reverently; Guneish, the god of wisdom, being made in the image of the most sagacious of beasts. As we approach the sacred town, strange sounds fill the air, and looking upwards we see that the whole of the hill-side above us is pierced with temple chambers, hewn out of the solid rock, to which the worshippers are climbing by means of ladders.

Exercise 5. in Short Hand Characters.

Exercises 3.

1 67 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20
 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36
 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52
 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68
 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84
 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100



Exercise 6. in Short Hand Characters.

Handwritten text in Urdu script, likely a letter or document.

EXERCISE 6.

We wear our costumes as we take our pleasures, sadly ; the blackness of the burden, and the fashion in which we wear it, being in some sort the legacy which we have inherited from our Puritan ancestors.

There was a time when brilliant and picturesque attire was regarded not only as the livery of Moab and the brand of a vessel of wrath, but as something the reverse of respectable, and the badge of a losing cause ; while the sad-coloured garments represented power, dignity, and a good understanding with the Government. No wonder, then, that the latter for a season prevailed. We have long since departed from the spirit and abandoned most of the customs which the Puritans bound round our necks as a yoke too grievous to be borne, but we have preserved in dress a certain affectation of gravity and monotony in colour, as being still the mark of a well-regulated mind. In morning dress, indeed, some latitude is allowed ; but for evening dress we are still inexorable, and rigidly exact that costume which gives such a funereal aspect to our men on the most joyous and festive occasions.

MR. COLEMAN will be happy to give personal Instruction, in Calcutta, in the Art, should such be required ; or to Correspond in Short-Hand Exercises with persons in the Mofussil. Application to be made to WYMAN & Co., Hare Street, Calcutta.

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